



Cypress Point Lakes Newsletter

S E P T E M B E R 2 0 0 8

**Next Meeting:
Reconvened Annual Meeting
Wednesday,
October 8, 2008
At 7pm
Regular Board Meeting
To Follow
At the
Clubhouse**

BOARD MEMBERS

Terrie Rayl
President
Barbara Boyington
Vice President
Wendy Wyss
Treasurer
Denley Rafferty
Secretary
Judy Polatchek
Director
Marge Ryan
Director
Jim Cowing
Director

**Landscape Walkthrough Schedule
Saturday Mornings at 9am**

October 4, 2008
November 8, 2008
December 6, 2008
January 3, 2009
February 7, 2009
Meet at 9:00 am at the rear of the
clubhouse.

Mountain View Police Dept Contact

Emergency, In progress, High Priority
911—650-968-1661
Non Emergency Crime Reports
650-903-6395
Police General Info
650-903-6344

Annual Meeting

The annual meeting was not held on September 10th due to lack of quorum. We needed a simple majority (152) ballots returned in order to hold the meeting. We only received 79. The reconvened annual meeting will be held on October 8th at 7pm.

New Roofs

The roofs have been completed at building 109-120 and 161-172. The roofers are moving forward on the remaining buildings, including 216-221, 221-232, 237-252 and 271-290. Notices will be posted on your building prior to the work beginning. If you have any questions feel free to contact the Association Manager.

Architectural Approval

The Board of Directors must approve any change to the exterior of your unit in advance. This includes windows, satellite dishes, etc... Please submit your written request, including a detailed description and photos or drawings that will give the Board a clear picture of what the change will look like. The Architectural Control Committee who will make a final recommendation to the Board of Directors will review the application. Please submit the application to the Association Manager. You can also contact the manager to obtain an architectural request form.

Recycling

Plastic bags do not recycle successfully with plastic containers and glass. They get stuck in the processing machines and require extra time and money to clean them out. Make your recycling more effective by emptying the containers into our recycling bins **WITHOUT** the plastic bag. The bags can be recycled at Safeway on Shoreline Blvd. Shredded paper should be put into a paper, not plastic, bag.

Make sure to break down your boxes before discarding them into the large recycle bins. The recycling bins are continually getting filled up with boxes that are not broken down, and the excess is flowing over. If you break down your boxes there will be more room in the recycle bin. Also make sure you recycle your boxes and do not fill up the garbage dumpsters with boxes.

Pets

Cats are to be kept inside. Your cats should not be allowed outside to wonder the property. Dogs are not permitted at the property. If you have any questions about these rules feel free to contact the Association Manager.

In a previous newsletter there was mention of some extra paint outside on the balcony at unit 107. Someone has taken the paint and paint brush and not returned it. If you have taken that paint can you please return it to unit 107.

Community Management Services Inc.

Dustin Mannina, Association Property Manager 650-961-2630, 408-559-1970 fax
dmannina@communitymanagement.com. 1935 Dry Creek Rd. #203 Campbell Ca 95008

Plumbing Repairs to your Unit

If you need some plumbing work done to your unit, the procedure to be followed is:

- make arrangements with your plumber a week or so in advance
- Determine whether your plumber requires the water to be shut off to the building or only to your unit, such as under your sink; if only to your unit, no need to involve the Association
- Contact customer service at CMS (408-559-1977) and advise them that you will need to shut the water off to your building between 10 am and 2 pm on a Friday. Water is only shut off on Fridays.
- CMS will contact the HOA plumber and make arrangements for the water to be shut off as you requested, at the expense of the Association.
- Prepare notices for each of the units affected and post them at the bottom of the stairs **at least 48 and preferably 72 hours before** water will be shut off.
- **IN AN EMERGENCY SITUATION**

Follow the same procedure as above and give your neighbors as much notice as possible.

It is particularly important that the Association plumber be used to turn the water off and on because of the procedure to be used with the re-circulation pumps. If you have your own plumber turn off the water and it is not turned back on correctly, or something gets broken, you will be responsible for the cost of the repair.

Trash

Do not leave large items of trash at the dumpster areas. The garbage bins are for normal every day garbage, not furniture. The Association has to hire someone to remove these items. Please find alternatives for disposal of large items.

You will need to put shredded paper in a tied bag before discarding into the recycling bins. The shredded paper when dumped into the bin tends to blow all over the place and make a mess in the parking area. Your anticipated cooperation is greatly appreciated.

Broken Laundry Machines

Broken laundry machines should be reported to Webb Laundry. Their 800 number is located in all of the laundry rooms. You will need to provide Webb Laundry with the number on the broken machine and the location of the laundry room. Webb Laundry' contact number is 1-800-824-7780.

Clubhouse Rentals

The clubhouse can be rented by any member for private functions of up to 26 people any day of the week, as long as the arrangements are made and deposits are received no later than 14 days in advance. Pre- and post inspections of the facility need to be made before the deposit can be returned. Keys can be picked up from the CMS management office prior to the event and need to be returned to the management office the next business day after the event. Arrange for rental of the clubhouse by calling Arlene Valdovinos in CMS customer service department at 408-559-1977. The cost to rent the clubhouse is \$100. A deposit check of \$100 is required and should be sent two weeks ahead of the event.

After Hours Emergencies

For after hour emergencies that are associated with the properties functionality and safety please contact our management office at 408-559-1977, it is available 24 x7. Please only use the after hours service if you deem the situation to be an emergency, an on call manager will call you back to address the situation.